

GUIDE

DEVELOPER'S

A Guide to Building and Development in the City of Bryan

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Applications

Introduction

Introduction

The City of Bryan Development Services Department is proud to present the ***Developer's Guide: A Guide to Building and Development in the City of Bryan***, to you. It has been our intention from the beginning to provide you with the most thorough and concise set of guidelines in an easy-to-read, user-friendly package. We do not discourage, however, the personal contact of a phone call or an office visit. This guide is being provided to answer questions you might have when no assistance is available.

Each section is broken down into a summary, flowchart, question and answer, and checklist to better communicate the processes involved with development in the City of Bryan. We have ordered the sections of this guide to match that of a development project, moving from zoning approval to certificate of occupancy. Several miscellaneous processes are described for you. A list of meeting submittal deadlines and meeting times is provided, along with submittal requirements for the various processes involved. In addition, copies of most of our applications can be found in the back of the guide.

The Developer's Guide will be a living, breathing document that will be updated on a regular basis, and its effectiveness will depend on input from the development community. Please feel free to forward any comments or suggestions to the Development Services division.

We would like to thank you for making Bryan "The Development Community of Choice."

Introduction

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Zoning Process Overview

Zoning is one of the major functions of municipal government, authorized by State Law, which divides the City into distinct districts for the purpose of regulating the use and development of the land. Through the zoning process, the City attempts to ensure compatible land use patterns by minimizing conflicts between uses and, therefore, protecting property values and enhancing the urban environment.

The City of Bryan's Zoning Ordinance was adopted on February 12, 1990. It is a body of regulations pertaining to allowable uses within given zoning districts, characteristics of the sites occupied by those uses, and the geographic area contained within the boundaries of zoning districts. When considering the future uses of a property in the City of Bryan, your first step will be to consult the Planning Services division. The planning staff is available to assist you in making this determination and will serve as your point of contact for information throughout the following zoning process.

If it is determined that your proposed use conflicts with the allowable uses within the existing zoning district, you may consider making application for a request to change the designated zoning of your site to one that will accommodate your use. This change may entail expansion of existing adjacent zoning boundaries, change of the existing district to another standard zoning district, or a request for the establishment of a Planned Development district. Planned Development districts are designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts.

Your first step in the zoning change process (which establishes an actual amendment to the Zoning Ordinance) will be to contact the Planning Administrator or planning staff to discuss the nature of your zoning request. The Planning Administrator and staff will help you explore the feasibility of your request. Your request will be reviewed for its compatibility with the existing land uses and the City of Bryan Comprehensive Plan.

The second step will be the submission of your application for zoning change or Conditional Use Permit. If your application requires the submission of a site plan, you will attend a Site Development Review Committee meeting subsequent to the consideration of your application by the Planning & Zoning Commission. This meeting provides City staff the opportunity to "troubleshoot" your application prior to public hearing. Note that all property owners within 200 feet of the subject property are notified of the zoning change and are invited to attend all public hearings concerning the zoning change.

Following application submission, your case will be heard by the Planning & Zoning Commission, who will make recommendation regarding your request to the City Council. The City Council will, in turn, decide the final disposition of your request.

Conditional Use Permits

Conditional Use Permits, while not zoning districts within themselves, are special permits mandated by the Schedule of Uses allowing particular use of a site within a standard zoning district under certain conditions and restrictions.

Zoning

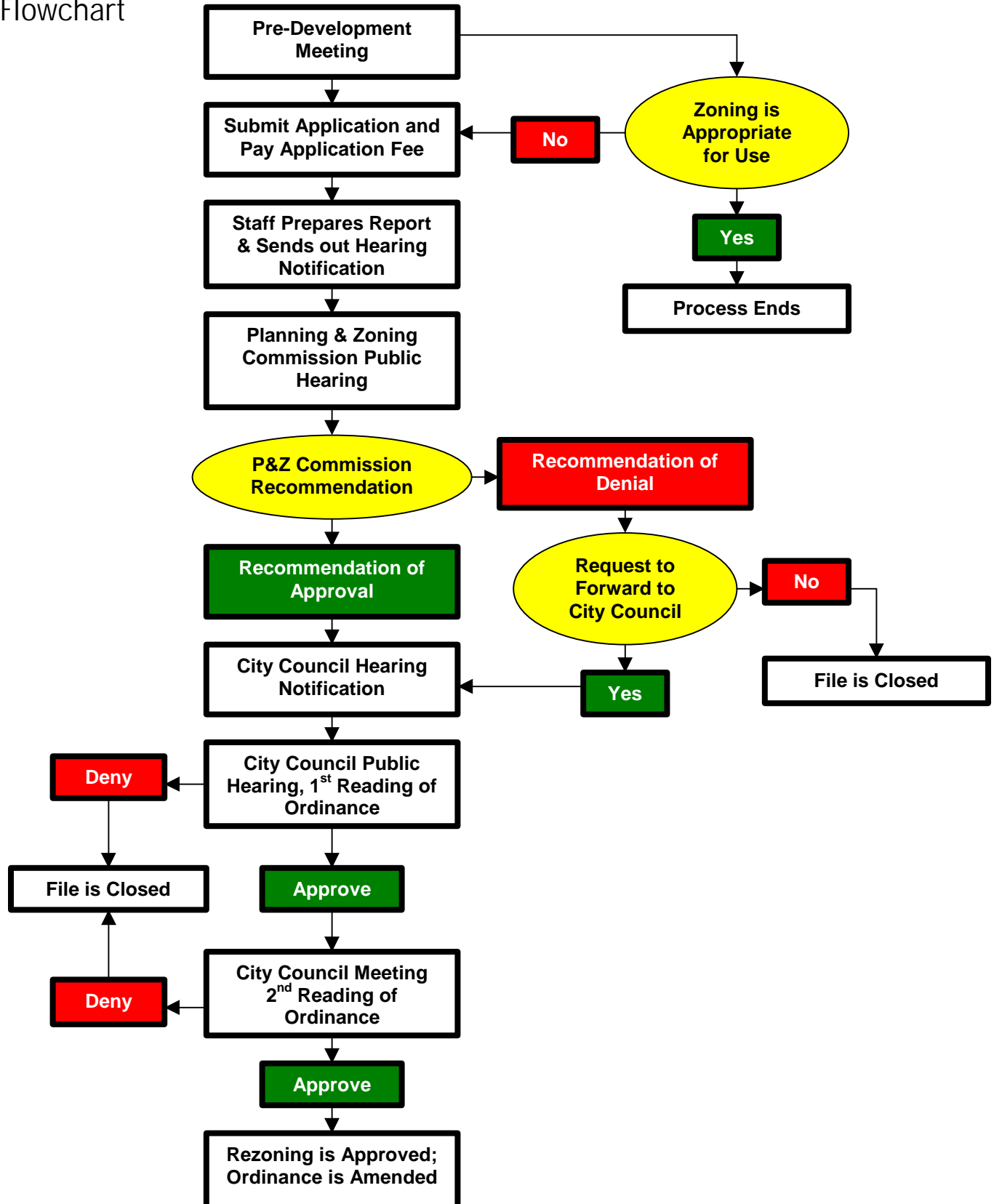
Planned Developments (PD's)

Planned Developments, or PD's, accommodate planned associations of uses developed as integral land use units. These can include industrial districts, offices, commercial or service centers, shopping centers, residential developments of multiple or mixed housing including attached single-family dwellings or any appropriate combination thereof. Planned Developments may be used to permit new or innovative concepts in land utilization not permitted by other zoning districts in the City of Bryan Zoning Ordinance.

A viable Zoning Ordinance must not be static, but rather a changing body of regulation in order to recognize the changing needs of the public, the demands of changes in technology, or the manner of doing business. Planning staff oversees this continual process of change and is charged with the responsibility of keeping the zoning change process accessible to, and efficient for, you, the user.

Zoning

Zoning Process Flowchart



Zoning

Zoning Process Question and Answer

The following addresses the most frequently asked questions regarding the zoning process.

How do I check the zoning of my property?

The Planning Services division will be your central point of contact for information regarding the zoning process. You can address your questions to planning staff.

What if the zoning district does not allow my proposed use?

You may consider rezoning the property to a district appropriate for your proposed use, or find property that already has the appropriate zoning. Contact Planning Services to see if the request is appropriate for the immediate area.

What are my options regarding rezoning?

There are normally two types of requests:

The first is to request a change to another standard zoning district that allows your proposed use. The uses allowed and conditions pertaining to site development (e.g. setbacks, height, lot coverage, etc.) will be controlled by the City of Bryan Zoning Ordinance.

The second is to request the establishment of a Planned Development district. This allows the combination of uses and conditions of several zoning districts; or limits the use and conditions found within a single district in order to create a unique zoning district.

How do I initiate the process?

Obtain an application from Planning Services. Complete the application and return it to Planning Services with supplemental information as needed. (Check the submittal requirements section and checklist provided)

Note: It is always advisable to first discuss your request with Planning Services staff in a Pre-Development Meeting.

How long will the rezoning process take? How much does it cost?

A minimum of two and a half months is needed to complete all the different public hearings required. A list of meeting dates and deadlines is available in the Planning Services office and the Appendix of this guide. Consult Planning Services or the Fee Schedule (also included in the Appendix of this guide) regarding specific fees.

How does the Planning and Zoning Commission and City Council obtain public input?

The Planning Services Division will mail notice of your request to all property owners within 200 feet of the subject property ten days prior to the first public hearing. Notices are also placed in the newspaper and agendas posted publicly on the front of the Municipal Building. Planning Services highly recommends that you contact adjacent property owners prior to this notification. Those persons wishing to comment will have an opportunity to do so at the public hearings.

Zoning

What does the public hearing process entail?

The public hearing process involves appearing before the City's Planning & Zoning Commission and then the City Council. Each will hear your request, staff's report, any presentation you have prepared as well as public input before reaching a decision on the matter. The Planning & Zoning Commission will make a recommendation to the City Council regarding approval or denial of your request. The City Council then holds a public hearing and the 1st reading of the rezoning ordinance. If approved, the 2nd reading of the ordinance will take place at the next City Council meeting.

What if the Planning & Zoning Commission denies my request?

If the Planning & Zoning Commission recommends denial of the rezoning, you may request that the item be forwarded to the City Council. Such request must be made in writing to Planning Services, who will in turn see that it is brought before Council.

How should I prepare for the public hearing?

First of all, presentations should be brief and concise and are usually helpful but are not required. You should describe any impacts on existing uses (both negative and positive) that would be created by the requested zoning and proposed use. If you decide to use visual aids, notify Planning Services 24 hours prior to the meeting so that projectors, easels, etc. can be provided. Make sure your graphics can be seen from the audience. Finally, you should describe any efforts (and results of previous meetings, if any) that have been made to discuss the request with nearby property owners.

If City Council approves my zoning request, what do I do next?

Prior to issuance of a building permit, the following processes must be completed:

Platting (Refer to the Platting section of this guide for more detail)
Site Plan (Refer to the Building Permits section of this guide for more detail)

Zoning Process Checklist

- ☐ If the property's zoning is appropriate for the proposed use, the zoning process ends and you should proceed to the next section of this guide. If the zoning is not appropriate for the proposed use and you would like to have the property rezoned, the following steps will need to be taken:

- ☐ Complete application and submit it to the Planning Services Division prior to the submission deadline.

- ☐ Submit the following items with the application.
 - Application with property owner's signature
 - Legal description of property
 - Metes and bounds description (provided by a licensed surveyor)
 - Application fee (Refer to the Appendix of this guide)

Planned Development zoning requests only

- Site plan (Refer to the Building Permit section of this guide)
- Proposed conditions

(For more detail on Planned Development submittal requirements, see the Appendix of this guide)

- ☐ Dates and times for public hearings.

Planning and Zoning Commission – 1st and 3rd Thursdays of each month at 6:00 p.m., City Hall

City Council – 2nd and 4th Tuesdays of each month at 6:00 p.m., City Hall

(See schedule of public hearing dates in the Appendix of this guide)

- ☐ Public hearing preparation.
 - Graphics (elevations, perspectives, etc.)
 - Handouts

Platting Process Overview

The City of Bryan Subdivision Development Ordinance No. 1074 regulates the subdivision of all property within the corporate limits and extraterritorial jurisdiction (a 3-1/2 mile radius) of the City of Bryan.

Platting is the process through which land is subdivided and is either developed or sold. In the platting process, the layout of streets and utilities is established; the streets identify blocks, and blocks are further subdivided to create lots for individual ownership. This process is also used to subdivide existing platted lots which may not involve extension of public improvements.

The manner in which land is subdivided, how streets are designed and how the lots are laid out have a lasting effect on the physical character of the city. Streets, water, sewage and drainage systems must be of a safe, effective design and construction. Streets must be adequately sized to accommodate the maneuvering of emergency vehicles, and the future property owner must be guaranteed a parcel with facilities suited to its intended use.

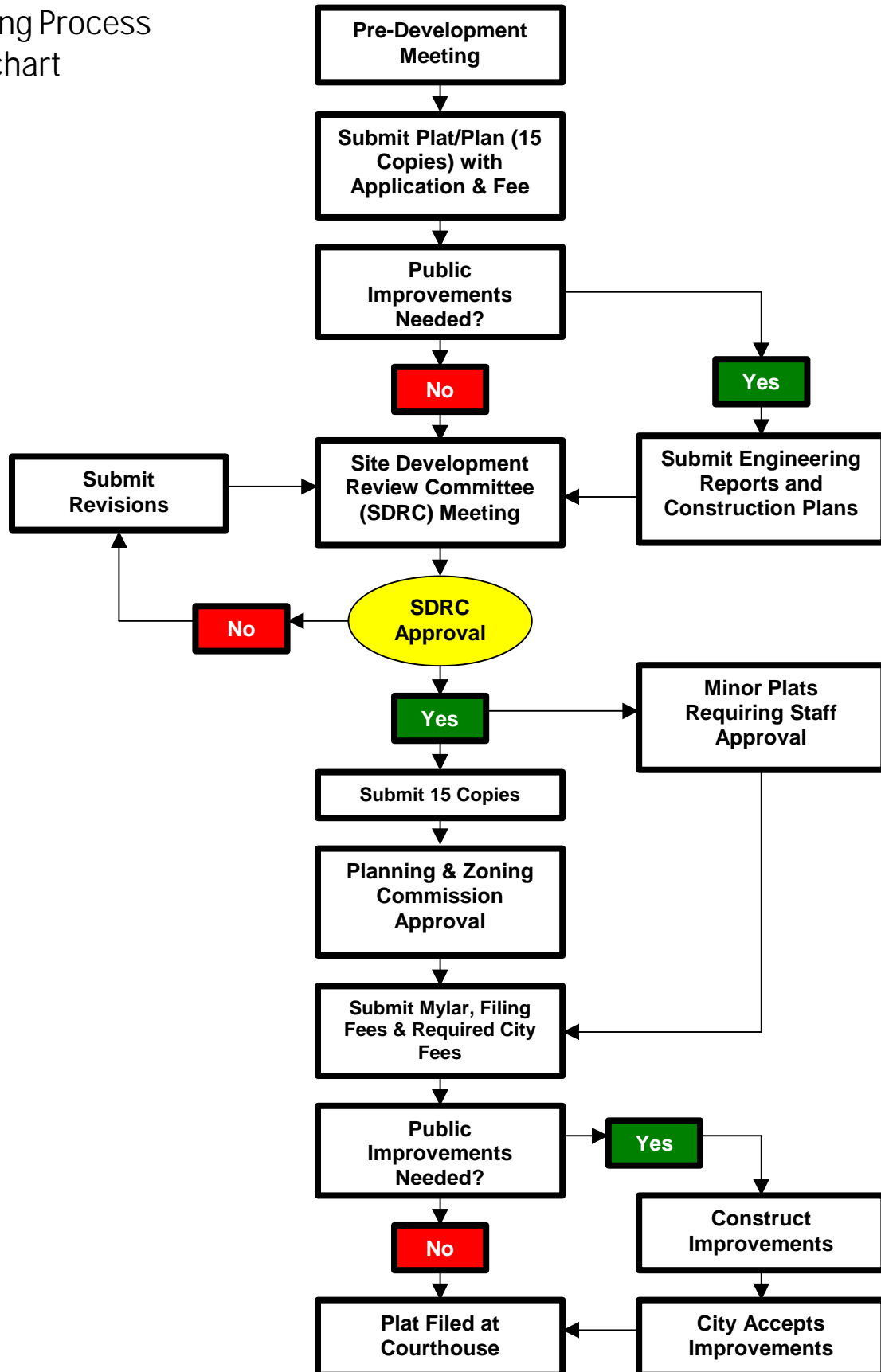
Plat approval is divided into three (3) distinct phases: master plan, preliminary plan and final plat. A master plan is required when large pieces of property are developed in phases, or in areas under common ownership where comprehensive planning issues are identified. Preliminary plans provide a detailed layout of the subdivision with existing and proposed features. The preliminary plan is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. Final plats are the final documents that are filed at the Brazos County Courthouse.

Both the preliminary plan and final plat processes consist of five (5) major steps. The first is the submission of plats and Engineering Documents. Second is the review by the City of Bryan Site Development Review Committee. Third, either City staff or the Planning & Zoning Commission approve plans or plats. Fourth is the construction of any required infrastructure. And fifth is the filing of the plat at the Brazos County Courthouse.

You will be assigned a case Planner who will be your primary contact throughout the process. Similarly, a case engineer will be assigned who will review submittals relating to public infrastructure and stormwater requirements.

Platting

Platting Process Flowchart



Platting

Platting Process Question and Answer

The following addresses the most frequently asked questions regarding the platting process.

What is the first step in the platting process?

Prior to any application submittal, it is recommended that the subdivider request a meeting with Development Services staff to discuss the procedures, policies, specifications, and standards required by the City. The submission of a sketch plan, or concept plan, can save the subdivider time and expense during the approval process.

When is a master plan required?

A master plan is required when large pieces of property are developed in phases, or in areas under common ownership where comprehensive planning issues are identified.

Do all plats require P&Z approval?

No, P&Z approval is not necessary for amending minor plats and subdivisions of less than 4 lots and no new streets. These plats are approved in-house by City staff.

How do I get a plat prepared?

You will need to enlist the services of a licensed professional surveyor. A licensed professional engineer will also be needed if you have public infrastructure required. You can locate a professional engineer or surveyor by contacting the Texas Society of Professional Engineers or the Texas Surveyor's Association or by looking in your local phone directory. Fifteen (15) blue or black line prints (24" x 36", scale 1" = 100' or equivalent), one (1) reduction (8-1/2" x 11") and a digital copy of the graphics file should be prepared. Other submittal requirements are included in the Appendix of this guide.

What kind of development plans will I need to submit if public improvements are involved?

A final plat submittal shall be accompanied by the design and construction documents as prescribed in the Submittal Requirements section included in the Appendix of this guide and bearing the seal and signature of a registered professional engineer licensed in the State of Texas. All plans shall be in accordance with city engineering standards.

Is there a deadline for submission of plats and fees?

Yes. Your first submission will be to the SDRC and will include copies of your plat and associated fees (See the Fee Schedule in the Appendix of this guide). Submissions before noon (12:00 PM) on Wednesdays will be addressed at the next Site Development Review Committee meeting the following Tuesday at 10:00 AM.

What is the Site Development Review Committee Meeting?

The Site Development Review Committee meeting is held on the Tuesday following your plat submission deadline. The purpose of the meeting is to assemble the applicant, City staff, affected utility companies, and other interested parties to "troubleshoot" your plat and development plans. While attendance is not mandatory, we encourage you to attend to help be a part of the discussion.

Platting

What if the Site Development Review Committee identifies unresolved issues?

A list of comments is made available to the applicant during each SDRC meeting. Drawings should be modified, using these comments and resubmitted to the SDRC for approval.

What is the next step after the Planning & Zoning Commission approves the plat?

Upon P&Z or staff approval, any other applicable fees such as parkland dedication fees, street sign fees, street light fees, etc. will need to be paid. A mylar copy of the drawing(s) will also need to be submitted to this office. Staff will then file the plat with the County Clerks Office if no public infrastructure is needed. A fifty-five dollar (\$55.00) filing fee is required for this.

After my final plat is approved, what do I do next?

Following approval of your final plat, you may proceed with the submittal of engineering construction plans, described in the following section, "Public Infrastructure".

Whom do I contact if I have questions?

Each project will be assigned a case planner and engineer from Development Services. Your case contact will answer any questions you may have or will arrange for the appropriate persons to contact you.

Platting

Platting Process Checklist

- ☐ Schedule a Pre-Development Meeting with City Staff.
- ☐ Submit fifteen (15) 24" x 36" copies, one (1) 8-1/2" X 11" photo reduction and a digital copy of the drawing to Planning Services, pay application fee before noon (12:00 PM) on Wednesday to be heard the following Tuesday at Site Development Review Committee meeting.
- ☐ Attend the appropriate Site Development Review Committee meeting. Meetings are held every Tuesday at 10:00 AM in the City Council Chambers.
- ☐ Submit revised drawings for SDRC approval, if necessary.
- ☐ Submit fifteen (15) 24" x 36" copies for next available Planning & Zoning Commission meeting. *
- ☐ Attend Planning & Zoning Commission Meeting. *
- ☐ Submit mylar, filing fee and other required city fees. The final plat is to be signed by the owner(s) and notarized. It also must be signed and sealed by an Engineer licensed in the State of Texas.
- ☐ The final plat is then filed for record with the appropriate county unless public infrastructure required. If so, the plat will be held until constructed and approved.
- ☐ A mylar copy of the recorded plat is returned to Planning Services for record.

* P&Z approval is not necessary for amending minor plats and subdivisions of less than 4 lots and no new streets. These plats are approved in-house by City staff.

Public Infrastructure

Public Infrastructure Process Overview

The physical construction and acceptance of the public utilities to be dedicated by the City must be accomplished prior to the issuance of Building Permits. During this process, the developer, contractor, and City staff work together to provide a product that is beneficial to all parties, particularly the future property owner.

The first step is to submit detailed Construction Plans of the development for City review and comment. These plans provide a common reference base for all parties during the construction and inspection phase, and ensure that the improvements will meet minimum city standards.

There is no established time in the process before which detailed construction plans may be submitted. In fact, the sooner, the better. However, in some cases, it may be better to wait until the preliminary plan is approved to avoid multiple revisions. In all instances, the construction plans should address drainage, paving, and utility improvements by employing the minimum requirements as outlined in the Design Guideline manual.

Once the Construction Plans are approved by the City, they will be stamped "Released for Construction." At this point, infrastructure construction may commence provided the contractor notifies Engineering Services 48 hours prior to an intent to begin work. An Inspector will be assigned to the job to ensure that all City codes, policies, and procedures are followed. A Checklist is also provided in this section to outline the procedure for the contractor.

When construction is complete, a final field inspection will be conducted by Engineering Services to generate a punch list. After the construction is complete and has been approved, a "Letter of Acceptance" will be issued. A 1 year warranty period exists from the date of the "letter of acceptance", during which the developer/contractor is responsible for any problems w/ the infrastructure. This is the formal acceptance of the public infrastructure by the City. As-builts drawings must be submitted to the City with the signatures of the Design Engineer and Contractor.

In some instances, the City may participate in extra width paving and/or oversizing of utilities. A letter of formal request and justification of public benefit may be submitted for City participation in such costs. If approved, the City will issue a check for the agreed-upon participation once city acceptance of the improvements has occurred.

Engineering Services will be your contact for all aspects of the subdivision acceptance process and should be contacted for information or guidance concerning the subjects discussed in this section of the guide. The process involves several other departments and may require consultation with them as well, but Engineering Services will be your primary point of contact through the public infrastructure process.

Floodplain Development Permit

A Development Permit is required when a developer wishes to build in or alter the character of property identified in the 100-year regulatory floodplain.

Public Infrastructure

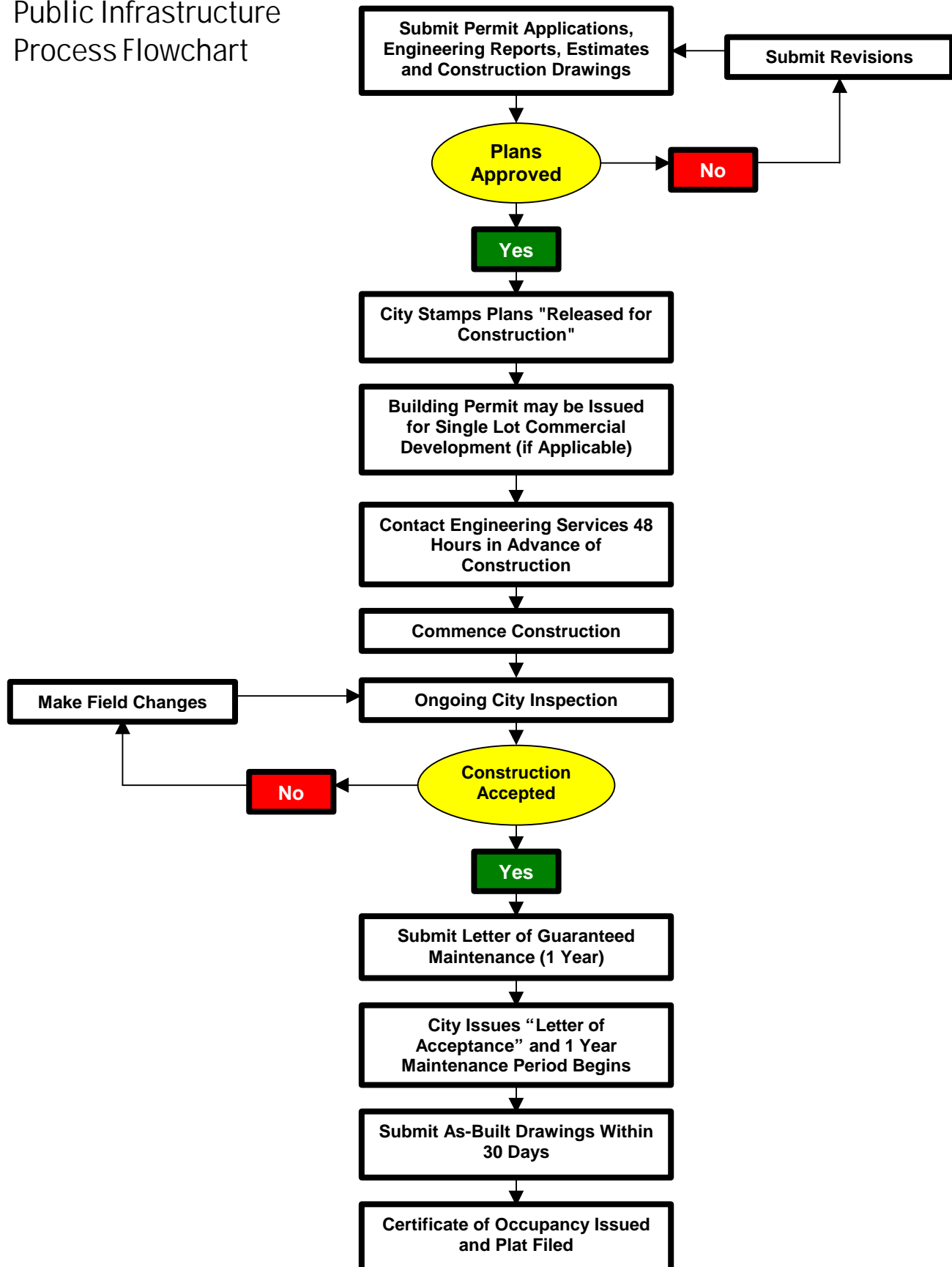
If any proposed grading or improvements involve property in the floodway, a hydraulic flood study performed by an engineer licensed in the state of Texas is required. The applicant's engineer will need to submit the study and supporting hydraulic data to the City's Engineering Services division. This information will be reviewed by the Federal Emergency Management Agency (FEMA) as well as the City. The appropriate FEMA application forms and fees will also be required at the time of submission. NOTE: A detailed study may also be required for development in areas that do not yet have a mapped floodway but have been identified as floodplain.

If the proposed grading or improvements only involve property in the floodplain fringe, a development plan and permit application (with the appropriate certifications) will need to be submitted to Engineering Services for City review and approval only.

After construction, Elevation certificates and/or Floodproofing certificates will be required as applicable to the project.

Public Infrastructure

Public Infrastructure Process Flowchart



Public Infrastructure

Public Infrastructure Process Question and Answer

Here are some frequently asked questions regarding the public infrastructure process.

What is public infrastructure?

Essentially, public infrastructure includes any facility or services such as water, sewer lines, streets, or other utilities that are owned and maintained by the City of Bryan. Other infrastructure such as electrical, gas, cable and telephone are handled by outside utility companies as shown below:

Electrical:	Bryan Texas Utilities (BTU)	(409) 821-5700
Gas:	TXU Electric (Lone Star Gas)	(409) 846-2229
Cable:	TCA	(800) 460-3030
Telephone:	GTE	(409) 779-4210

How do I know when public infrastructure is required?

Public infrastructure needs are usually identified during pre-development meetings through the aid of utility maps and site inspections. More specific requirements are identified during the Site Development Review process.

Who can prepare construction plans for my project?

You will need to enlist the services of a professional engineer licensed in the State of Texas to design and prepare the construction plans associated with new infrastructure. You can locate a professional engineer by contacting the Texas Society of Professional Engineers or in the Yellow Pages of your local phone directory.

Once my plans are stamped "Released for Construction", what's next?

Notify Engineering Services 48 hours in advance of beginning work. An inspector will be assigned to the project to monitor compliance with City codes, policies and procedures. It is our intention to work with the developers, contractors and engineers to achieve a quality and cost effective project for everyone.

How far do I need to extend public utilities to serve my development?

Public Water and Sewer mains need to be extended "to and through" your development so that adjacent property owners can tie on and do the same.

When do I have to construct a detention pond?

Stormwater detention is a requirement of most developments within the City of Bryan depending on the type of development and its location and impact on the drainage system. Additional questions can be answered by contacting a City of Bryan Civil Engineer.

When does the City accept the public infrastructure that I build?

Official acceptance of developer constructed public infrastructure occurs when a "letter of acceptance" is issued after the Engineering Inspector is satisfied that the infrastructure is built to City Standards. A 1 year warranty period exists from the date of the "letter of acceptance", during which the developer/contractor is responsible for any problems w/ the infrastructure.

Public Infrastructure

Public Infrastructure Process Checklist For *Developers*

- ☐ Submit all appropriate engineering documents:
 - Construction Drawings (3 sets minimum for review)
 - Water or Sewer Engineering Reports (2 copies)
 - Drainage Reports of Grading Plans (2 copies)
 - Engineering Cost Estimates (2 copies)
 - Development Permits (1 copy)
 - TxDOT Permits (5 copies of complete packet)
- ☐ Submit any revisions as necessary per city review comments.
- ☐ Obtain “Released for Construction” plan sets.
- ☐ Notify City of Bryan Engineering Services 48 hours in advance of beginning construction.
- ☐ Arrange on-site pre-construction meeting (Representatives from all utilities should be included).
- ☐ Ongoing inspections by the City of Bryan Engineering Services.
- ☐ Final Inspection conducted by Engineering Services.
- ☐ Complete punch list items.
- ☐ “Letter of Acceptance” issued by Engineering Services.
- ☐ As-builts submitted to the City with signatures of Design Engineer and Contractor.
- ☐ A Letter of Guarantee must be submitted.
- ☐ Certificate of Occupancy issued.

Public Infrastructure

Public Infrastructure Process Checklist For *Contractors*

- ☐ Obtain set of construction plans stamped "Released for Construction" (Minimum of one copy to be kept on job site).
- ☐ Obtain TxDOT permits for work in R.O.W. if applicable (Keep a signed copy of permit on site).
- ☐ Notify Engineering Services 48 hours prior to beginning work.
- ☐ Ongoing City inspection.
- ☐ Final Inspection.
- ☐ Complete punch list items as per City Inspector.
- ☐ Submit "Letter of Guarantee" to Engineering Services.
- ☐ Report field changes to the design engineer.
- ☐ Sign As-built drawings prepared by design engineer.
- ☐ Obtain "Letter of Acceptance" from City of Bryan Engineering Services.

Building Permits

Building Permit Process Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. The process includes a Pre-Development Meeting, approval by the Site Development Review Committee (SDRC), issuance of a building permit, and the issuance of a certificate of occupancy upon successful completion of construction. This process is the same for all development in the City of Bryan with the exception of Single-Family Residential. No SDRC meeting is required as approval is handled by Planning and Engineering staff internally.

Site Development Review Committee

Site plans are reviewed by several different divisions within the City, each possessing a specific area of responsibility. The Site Development Review Committee includes:

- | | |
|--|--|
| <input type="checkbox"/> Engineering Services | Additional Members: |
| <input type="checkbox"/> Planning Services | <input type="checkbox"/> Brazos County Health Department |
| <input type="checkbox"/> Building Services | <input type="checkbox"/> Wickson Creek SUD |
| <input type="checkbox"/> Electrical Engineering Services | <input type="checkbox"/> Brazos County Road & Bridge |
| <input type="checkbox"/> Parks & Recreation | |
| <input type="checkbox"/> Police Services | |
| <input type="checkbox"/> Transportation Services | |
| <input type="checkbox"/> Solid Waste Services | |
| <input type="checkbox"/> Water Services | |
| <input type="checkbox"/> Waste Services | |
| <input type="checkbox"/> Fire Services | |
| <input type="checkbox"/> Lone Star Gas | |
| <input type="checkbox"/> GTE | |
| <input type="checkbox"/> 911 District | |

The Site Development Review Committee meets every Tuesday at 10:00 AM in the City of Bryan Council Chambers located on the first floor of the Municipal Building. Plans (15 copies), applications and payment of application fees must be received by 12:00 Noon on the Wednesday prior to the meeting. Any applications received after 12:00 Noon on Wednesday will be addressed at the meeting to be held one week after the next available meeting. Revisions requiring the Site Development Review Committee's approval follow the same deadline schedule as first-time submissions.

Building Permit

Once the site plan has been approved by the SDRC, a building permit may be sought. The applicant must submit three (3) sets of Building Plans along with a building permit application and fee to Building Services. Upon review and approval, a building permit is issued. Construction must begin within one (1) year of the issuance of an approved site plan and 180 days of the issuance of a building permit. At least one building inspection must occur for each 180 days, or the work will be considered abandoned and require the issuance of a new permit.

Certificate of Occupancy

Once all final inspections and approvals have been obtained from the City, the owner or tenant is ready to make application for a Certificate of Occupancy. A Certificate of Occupancy for each use or change in tenant must be obtained from and submitted to Building Services prior to the occupancy of the new commercial structure.

Single Family Residential

Residential construction plan review will ordinarily be completed within four (4) working days from the date of your submission, provided that plans are

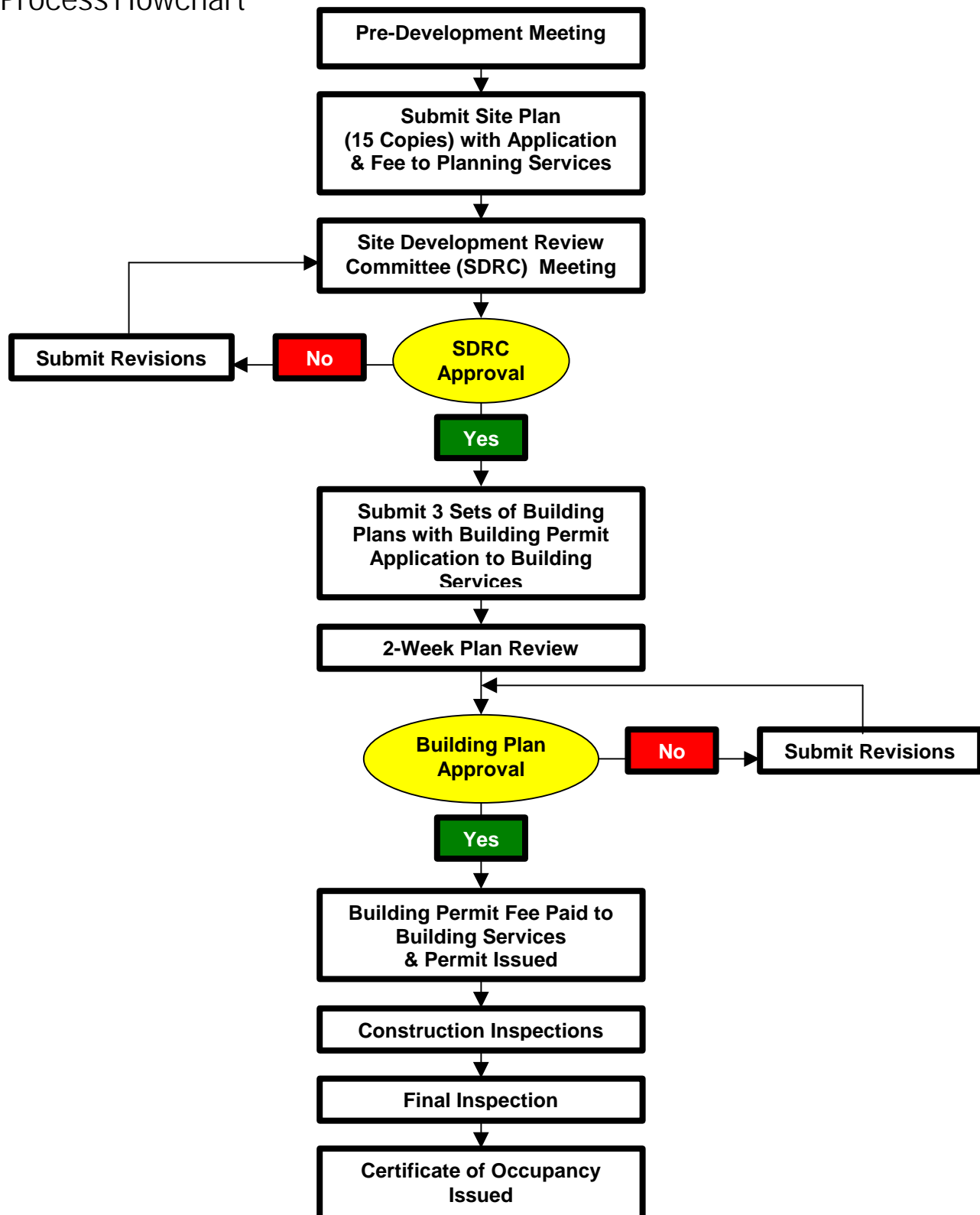
Building Permits

complete and no problems requiring resubmission arise. Planning Services will review the site plan submitted by the applicant. This review will look at issues such as building setbacks, driveway dimension requirements, encroachments into easements, rights-of-way, etc.. Once the site plan has been approved by Planning Services, Building Services will review construction drawings, issue the appropriate building permits, perform scheduled inspections and award a certificate of occupancy upon successful completion of the project.

Building Services will be your central point of contact for both the residential and commercial building permit processes. Where review or inspection by other divisions is required, Building Services will schedule the necessary meetings and inspections, and ensure that you are kept abreast of your project's status.

Building Permits

Commercial Building Permit Process Flowchart



Building Permits

Commercial Building Permit Process Question and Answer

The following addresses the most frequently asked questions regarding the commercial building permit process.

Under what conditions would I apply for a commercial building permit?

You would apply for this permit for all types of new construction, additions and alterations for any new or existing structure used for commercial purposes.

Why does the city review a developer's plans?

The City reviews all plans to ensure that the plans are in compliance with all codes applicable to development in the City of Bryan.

What are the preliminary requirements for pursuing a commercial building permit?

Check to ensure that the property complies with all the zoning and platting requirements.

What are the plan review submittal requirements?

Building Services will review a complete plan set or a preliminary plan set. This is the choice of the permittee, but of course, the more complete the plan set is, the more complete the results of the review will be. Submit three (3) comprehensive sets of plans and a permit application. (See section titled Submittal Requirements in the Appendix of this guide for further detail.)

Now that I have met all the zoning and platting requirements and I have submitted the required paperwork to Building Services, what is my next step?

After a two (2) week period, Building Services will notify you whether your application has been approved or denied, or you may call Building Services for a status update at any time.

When are fees required and how much are they?

Payment of fees is normally required after approval of plans and prior to the issuance of a building permit. The fees will be contingent on the type of work being done.

When can I start construction?

You may begin construction any time after the building permit has been issued. A building permit will expire if work has not commenced within 180 days from the issue date.

Building Permits

How many city divisions are involved in the inspection of my construction and when will the inspections be made?

This varies with the complexity of the job, e.g. if the permit involves a restaurant and subdivision work on utilities, then the following divisions are involved: Building Services, Fire, Environmental Code, Health, and Engineering. However, Building Services will give you a list of the inspections required and when to contact us to schedule them for you. Ordinarily, Building Services will perform its construction inspections in the following order:

- ☐ Plumbing/Sewer Rough
- ☐ Building Foundation
- ☐ Electrical Rough
- ☐ Plumbing Top Out
- ☐ Mechanical Rough
- ☐ Building Frame
- ☐ Plumbing Final
- ☐ Electrical Final
- ☐ Mechanical Final
- ☐ Building Final

If I am not at the site at the time the inspections are made, how will I know if the work has been approved?

A green, yellow or red tag will be posted in the immediate vicinity of the work inspected. Green tags indicate approval, yellow indicates that there are questions and red tags indicate disapproval. If you receive a yellow or red tag, contact the issuing Inspector for information regarding any corrective action required. After the work has been corrected, contact Building Services for the next inspection.

When can I use and occupy my building?

Only after inspections and approvals have been obtained and you have received a Certificate of Occupancy approval.

How do I get my Certificate of Occupancy?

You can get your Certificate of Occupancy after all building permit inspections have been completed (and this will vary with types of permits).

What kind of permit will I need if I plan to alter or remodel a commercial structure?

You will need to obtain permits for those parts of the structure affected. For example, if you plan to install a new heating system, replace a sewer line, and rewire the existing structure, a separate permit would be required for each aspect of the remodeling job.

Building Permits

Commercial Building Permit Process Checklist

Procedural

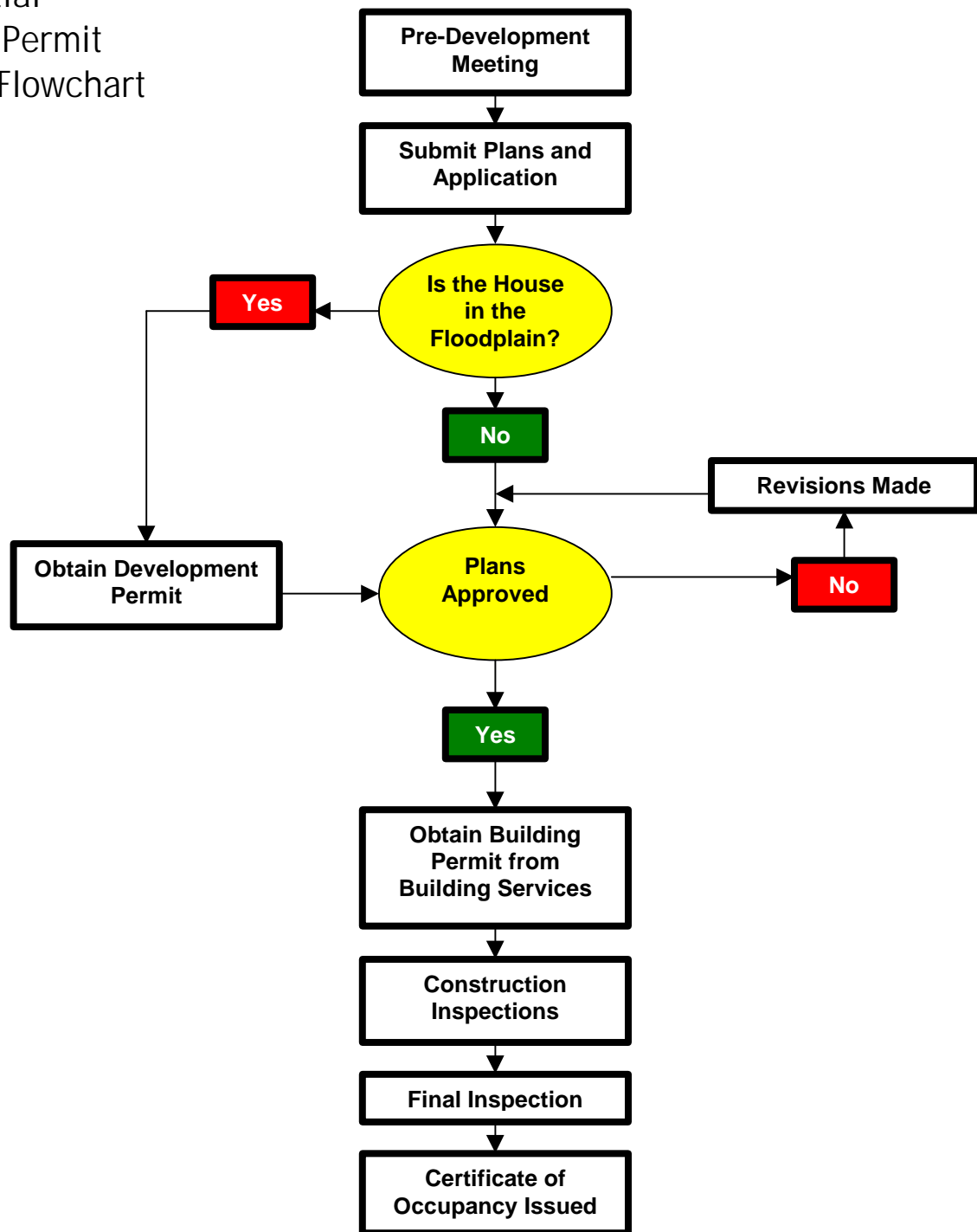
- ☐ Have you met all the zoning and platting requirements?
- ☐ Have you checked with Building Services for the general requirements of the permit you are seeking?

Submittal

- ☐ Submit a site plan application to Planning Services along with the application fee and 15 copies of your plan. This plan will be reviewed by the Site Development Review Committee.
- ☐ Upon site plan approval, submit 3 sets of building plans for review. Be sure your plans include the following.
 - Site Plan
 - Proposed General Use
 - Floor Plans and Elevations
 - Foundation Design
 - Structure Design
 - Mechanical, Plumbing, Electrical Designs, if required
 - Architect or Engineer's Seal, if required
- ☐ Obtain building permit and commence construction.
- ☐ Upon successful completion of construction, obtain Certificate of Occupancy

Building Permits

Residential Building Permit Process Flowchart



Building Permits

Residential Building Permit Process Question and Answer

The following addresses the most frequently asked questions regarding the residential building permit process.

Under what conditions would I apply for a residential building permit?

This permit would be applicable to new construction, additions and alterations of any single family, duplex, or townhouse structure; all others, including multi-family residential projects, would be require to go through the commercial permitting process.

What should I do prior to pursuing a residential building permit?

You will need to determine that the property has been platted. You will also need to determine if the property is zoned appropriately for the proposed use. Refer to the two previous sections of this guide titled Platting Process and Zoning Process.

What do I need to do to obtain a residential building permit?

First, contact Planning Services. A Residential Site Plan application must be filled out and include a site plan of the proposed structure. This plan will be reviewed by Planning Services and will be forwarded to Building Services once approved. There, you will obtain your building permit.

Note: A floodplain check will also be needed. If the property is located in the regulatory floodplain, a Development Permit and Elevation Certificate will be needed to ensure that the structure is built at least one (1) foot above the base flood elevation. Contact the Floodplain Administrator for more detail.

What type of plans will I submit to Building Services?

You will submit a permit application to Building Services, one (1) complete set of construction plans, a plot plan, and a post-tension letter (if using a post-tensioned foundation).

When will I know if I have approval to begin construction?

Provided that your application is complete and no technical problems are identified, you should have approval within four (4) working days of your submission of plans. Upon approval, you will pay the applicable fees and a building permit will be issued. At this time, you will be given a permit identification card to be prominently displayed on your job site.

When can I begin construction?

You can begin construction upon your payment of fees and receipt of your approved Building Permit application. You must begin construction within 180 days and receive at least one inspection for each 180 days following issuance of your permit.

Building Permits

What inspections will be required?

Ordinarily, with the complete construction of a residential unit (as opposed to remodeling or add-ons), you will have ten (10) inspections performed in the following order:

- ☐ Plumbing/Sewer Rough
- ☐ Building Foundation
- ☐ Electric Rough
- ☐ Plumbing Top Out
- ☐ Mechanical Rough
- ☐ Building Frame
- ☐ Plumbing Final
- ☐ Electrical Final
- ☐ Mechanical Final
- ☐ Building Final

You will need to contact Building Services for each inspection and receive approval prior to proceeding to the next stage. A green, yellow or red tag will be posted in the immediate vicinity of the work inspected. Green tags indicate approval, yellow indicates that there are questions and red tags indicate disapproval. If you receive a yellow or red tag, contact the issuing Inspector for information regarding any corrective action required. After the work has been corrected, contact Building Services for the next inspection.

When can the dwelling be occupied?

After the final inspection has been performed and approval made, the City will file a release for utilities. At this time, a Certificate of Occupancy is issued and the unit is ready for occupancy.

What about add-ons and remodeling?

The process is basically the same as for new construction. The construction plans will only reflect those portions of the structure affected. Similarly, permits will be required for the specific type of work being performed (e.g. separate plumbing, electrical, or mechanical permit).

Building Permits

Residential Building Permit Process Checklist

Procedural

- ☐ Have you determined that your property has been platted?
- ☐ Have you determined that the property is zoned appropriately for the proposed use?
- ☐ Have you determined the property's location relative to any floodplain?

Submittal

- ☐ Have you completed a Residential Site Plan application and submitted it to Planning Services?
- ☐ Have you completed a building permit application and submitted it to Building Services?
- ☐ Have you submitted the following?
 - Permit application
 - One complete set of construction plans
 - Plot plan
 - Post-tension letter (if using post-tensioned foundation)

Miscellaneous

Certificate of Appropriateness

The Certificate of Appropriateness process was implemented by the City of Bryan to maintain the architectural integrity and significance of locally designed historic landmarks and properties located in the City's historic districts. The City established the Historic Landmark Commission to review property owner's requests for changes to the aforementioned types of properties. Requests include:

- Exterior alteration to an existing structure
- Construction of a new structure
- Demolition or removal of a structure
- Inclusion into or exclusion from a historic district

An approved Certificate of Appropriateness is required before work commences on any of the changes listed above. Routine maintenance does not require a Certificate of Appropriateness.

The Process

To obtain a Certificate of Appropriateness, the applicant must do the following:

- ☐ Complete the Certificate of Appropriateness application and pay a non-refundable application fee.
- ☐ Submit the application to the City Historic Preservation Officer.
- ☐ Plans are reviewed by the appropriate departments.
- ☐ The Historic Preservation Officer counsels with the applicant to resolve any identified problems.
- ☐ A hearing date with the Historic Landmark Commission is set.
- ☐ Upon approval, needed permits are acquired.
- ☐ Work begins as described by the Certificate of Appropriateness application and is to be completed within 180 days.
- ☐ The Historic Preservation Officer must be notified when work is complete and an inspection is performed by the Historic Preservation Officer and the Historic Landmark Commission chairperson.

This process can vary depending upon the type and complexity of the proposed work. The best policy is to involve the Historic Landmark Commission early in the process to allow for adequate consultation, review and a timely response. The Historic Landmark Commission meets the second Wednesday of each month. As applicants must be notified 10 days in advance, we should have all necessary paperwork in our office no later than twelve (12) calendar days before the scheduled monthly meeting.

Miscellaneous

Release and/or Closing of Streets, Alleys or Easements

Many times, the development of older portions of the City of Bryan may require the release and/or closing of streets, alleys or easements. The applicant should discuss any proposals to release and/or close a street, alley or easement with Planning Services staff in a pre-development meeting. Contact Planning Services at (409) 361-3613 to schedule this meeting. The following checklist of information should be used by property owners requesting the City of Bryan to vacate and/or release any adjoining alleys, streets, or easements. The information requested is to be completed in full by those property owners requesting the City to take such action. When the information has been gathered and the checklist has been completed, the request may be formally submitted to the Planning Services Division, for approval of the Planning and Zoning Commission and the City Council. No requests can be accepted for approval unless items on the checklist have been completed in full.

Note: The ordinance vacating a street or alley requires two readings by the City Council.

The Process

To request for the release and/or closing of streets, alleys or easements, the applicant must submit the following:

- ☐ Letter of Application/Closing Request (see application).
- ☐ A surveyor's reproducible drawing and fifteen (15) copies (standard size is 24"X36"), to include the following:
 - Street, alley, or easement and adjacent platted lots.
 - Any structures and fences as they exist within closing area.
 - Location of any utility lines (such as water, sewer, gas, or electrical) and existing easements, including those easements to be retained in the requested area of vacation.
- ☐ Attach a field note description of any easements to be retained by the City. (Note: City staff will review request to determine the easements which will need to be retained).
- ☐ Attach a field-note description of any alley, street, or easement to be vacated, and field- note description of each part of the alley, street, or easement to be quit-claimed to individuals.
- ☐ A check payable to the Brazos County Clerk's Office in the amount of the recordation fee for the release and drawing.
- ☐ Letter of Application /Planning and Zoning Commission Action and the application fee in the amount of \$50.00 payable to the City of Bryan (see application).

Miscellaneous

Special Use License

Special Use Licenses permit encroachments into City rights-of-way in the Downtown zoning district. Since this zoning designation does not contain minimum setback requirements, the Special Use License usually includes encroachments into sidewalks and can include awnings, signs and other items placed on sidewalks. This license does not, however, permit encroachments into State rights-of-way.

The Process

To obtain a Special Use License, the applicant must do the following:

- ☐ Complete the Special Use License application and pay a non-refundable application fee.
- ☐ Along with the application, the applicant must also submit the following:
 - A plan of the area being requested for a Special Use License, showing all adjacent lot(s), easement(s), or other improvements contained on the public right-of-way and any and all improvements to be placed on such by the applicant.
 - A transmittal letter including specific information, special circumstances or conditions which apply to the request.
 - A certificate of liability insurance and hold harmless agreement must also be received and approved before any permits are granted
- ☐ Submit the application and fee to Planning Services by 12:00 Noon on Wednesday. The Special Use License will be addressed at the next available Site Development Review Committee meeting.
- ☐ The Site Development Review Committee determines whether the request is feasible and if so, the license is granted.
- ☐ Upon completion of this process, a building permit may be obtained.

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Fee Schedule

Procedure	Fee
Concept Plan	\$25.00
Full Site Plan	\$100.00
Master Plan	\$50.00
Preliminary Plan	\$125.00
Final Plat	\$100.00
Amending Plat	\$100.00
Replat	\$100.00
Street and Alley Closing	\$50.00
Easement Encroachment	\$75.00
Right of Way Encroachment	\$100.00
Setback Encroachment	\$100.00
Mobile Home Park	\$100.00
Rezoning	\$300.00
Conditional Use	\$200.00
Variance	\$150.00
Administrative Appeal	\$100.00
Annexation	\$500.00
Certificate of Appropriateness	\$25.00
Records Research	As allowed by State Law

Ordinance	Fee
Subdivision	\$10.00
Access and Off-Street Parking	\$5.00
Encroachments	\$2.50
Site Review	\$2.50
Mobile Homes	\$2.50
Zoning	\$20.00

Printouts	Fee
Thoroughfare Plan	\$2.50
Zoning Map	
B&W	\$5.00
Color	\$10.00
8-1/2" X 11"	\$0.20 each
8-1/2" X 14"	\$0.25 each
11" X 17"	\$0.30 each
24" X 36"	\$2.00 each

Appendix

Historic Landmark Commission (HLC)

The Historic Landmark Commission protects and enhances the city's historic landmarks and overlay districts. Hears and decides all requests for Certificates of Appropriateness (COA's) to alter the exterior of any structure located within a designated historic district.

Application Deadline

All applications are due twelve (12) calendar days prior to the scheduled meeting.

Hearing

2000

January 12, 2000
January 26, 2000
February 9, 2000
February 23, 2000
March 8, 2000
March 22, 2000
April 12, 2000
April 26, 2000
May 10, 2000
May 24, 2000
June 14, 2000
June 28, 2000
July 12, 2000
July 26, 2000
August 9, 2000
August 23, 2000
September 13, 2000
September 27, 2000
October 11, 2000
October 25, 2000
November 8, 2000
November 22, 2000
December 13, 2000
December 27, 2000

2001

January 10, 2001
January 24, 2001
February 14, 2001
February 28, 2001
March 14, 2001
March 28, 2001
April 11, 2001
April 25, 2001
May 9, 2001
May 23, 2001
June 13, 2001
June 27, 2001
July 11, 2001
July 25, 2001
August 8, 2001
August 22, 2001
September 12, 2001
September 26, 2001
October 10, 2001
October 24, 2001
November 14, 2001
November 28, 2001
December 12, 2001

Appendix

Planning & Zoning Commission (P&Z)

The Planning & Zoning Commission is responsible for ensuring the orderly physical development of the city through the adoption and periodic revision of the Bryan Comprehensive Plan. The P&Z has statutory authority for the approval of plats and conditional use permits, as well as the ability to make recommendations on zoning and other development issues to the City Council.

Application Deadline

All applications are due twenty-two (22) calendar days prior to the scheduled meeting.

Hearing

2000

January 6, 2000
January 20, 2000
February 3, 2000
February 17, 2000
March 2, 2000
March 16, 2000
April 6, 2000
April 20, 2000
May 4, 2000
May 18, 2000
June 1, 2000
June 15, 2000
July 6, 2000
July 20, 2000
August 3, 2000
August 17, 2000
September 7, 2000
September 21, 2000
October 5, 2000
October 19, 2000
November 2, 2000
November 16, 2000
December 7, 2000
December 21, 2000

2001

January 4, 2001
January 18, 2001
February 1, 2001
February 15, 2001
March 1, 2001
March 15, 2001
April 5, 2001
April 19, 2001
May 3, 2001
May 17, 2001
June 7, 2001
June 21, 2001
July 5, 2001
July 19, 2001
August 2, 2001
August 16, 2001
September 6, 2001
September 20, 2001
October 4, 2001
October 18, 2001
November 1, 2001
November 15, 2001
December 6, 2001
December 20, 2001

Appendix

Zoning Board of Adjustment (ZBA)

The Zoning Board of Adjustment hears and decides administrative appeals, requests for variances to the terms of the Zoning Ordinance, and requests for the reconstruction, extension, or enlargement of nonconforming uses or structures.

Application Deadline

All applications are due twenty-two (22) calendar days prior to the scheduled meeting.

Hearing

2000

January 13, 2000
February 10, 2000
March 9, 2000
April 13, 2000
May 11, 2000
June 8, 2000
July 13, 2000
August 10, 2000
September 14, 2000
October 12, 2000
November 9, 2000
December 14, 2000

2001

January 11, 2001
February 8, 2001
March 8, 2001
April 12, 2001
May 10, 2001
June 14, 2001
July 12, 2001
August 9, 2001
September 13, 2001
October 11, 2001
November 8, 2001
December 13, 2001

Appendix

City Council

The Bryan City Council looks at and decides on rezonings, alley, street and easement closings as well as appeals made to decisions of the Planning and Zoning Commission.

Hearing

2000

January 11, 2000
January 25, 2000
February 8, 2000
February 22, 2000
March 14, 2000
March 28, 2000
April 11, 2000
April 25, 2000
May 9, 2000
May 23, 2000
June 13, 2000
June 27, 2000
July 11, 2000
July 25, 2000
August 8, 2000
August 22, 2000
September 12, 2000
September 26, 2000
October 10, 2000
October 24, 2000
November 14, 2000
November 28, 2000
December 12, 2000
December 26, 2000

2001

January 9, 2001
January 23, 2001
February 13, 2001
February 27, 2001
March 13, 2001
March 27, 2001
April 10, 2001
April 24, 2001
May 8, 2001
May 22, 2001
June 12, 2001
June 26, 2001
July 10, 2001
July 24, 2001
August 14, 2001
August 28, 2001
September 11, 2001
September 25, 2001
October 9, 2001
October 23, 2001
November 13, 2001
November 27, 2001
December 11, 2001

Appendix

Site Development Review Committee (SDRC)

The Site Development Review Committee meets every Tuesday at 10:00 AM. Applications must be received on the Wednesday prior to the meeting by 12:00 Noon. Any applications received after 12:00 Noon on Wednesday will be addressed at the meeting to be held one week after the next available meeting. Revisions requiring the Site Development Review Committee's approval follow the same deadline schedule as first-time submissions. It is recommended that you schedule time with your case contact prior to application submission and the hearing to discuss any issues you might have.

Appendix

Additional Publications

City of Bryan Development Services offers many other publications that can assist you in the development process and help answer any technical questions you may have.

- ☐ Comprehensive Zoning Ordinance #756
- ☐ Access and Off-Street Parking Ordinance #652
- ☐ Subdivision Development Ordinance #1074
- ☐ Manufactured/Mobile Home Park Ordinance #637
- ☐ Parking Ordinance #995
- ☐ Junked Vehicle Ordinance #996
- ☐ Salvage Yard Ordinance #997
- ☐ Nuisance Ordinance #998
- ☐ Dangerous Building Ordinance #1000
- ☐ Site Plan Ordinance
- ☐ Instructions for TxDOT Permit Applications
- ☐ Design Guidelines: The Downtown Historic District
- ☐ Design Guidelines for Historic Districts, Bryan, Texas
- ☐ Historic Preservation in Bryan: Where the Past Meets the Future
- ☐ Color and Black & White Zoning Maps
- ☐ Various City of Bryan and Brazos County Maps
- ☐ Business Development Incentives for Historic Downtown Bryan
- ☐ Bryan City Code of Ordinances
- ☐ Stormwater Management Ordinance #669

Appendix

Submittal Requirements

The following lists submittal requirements for various processes of development in the City of Bryan. Please refer to specific applications for other requirements as stated on those applications. A complete set of applications is available with this Developers Guide.

Site Development Review Committee

Site development plans must contain a certain amount of information so that the development's features and their relationships to one another are accurate, clear and understandable. It is also important for the Site Development Review Committee to be able to measure compliance with the applicable codes, ordinances and standards. A professional draftsman or engineer need not prepare the plan, however, it must be to scale, accurate and complete. Following is a checklist of the information required. This information is considered essential for a site development plan review.

- ☐ Fifteen copies of the site development plan not to exceed 24" X 36" nor less than 8 1/2 X 11". Site development plan shall be drawn on dimensionally stable reproducible sheets and shall be appropriately drafted at an engineering scale of 1" = 50" or larger.
- ☐ Property lines, rights-of-way and easements within fifty feet (50') as a minimum of adjoining parcels, platted or unplatted land use. Platted and unplatted parcels shall be identified, with the legal description and the developer's name.
- ☐ Boundaries of the property with dimensions, and with building setback lines on all sides.
- ☐ Existing and proposed streets, lots, reservations, easements and areas dedicated to public use.
- ☐ Location of existing and proposed buildings - number of stories, gross square footage of buildings, solid line indicating slab location and dashed lines indicating line of roof overhangs, A/C unit pads and covered entries, retaining walls, fences, culverts, bridges, roadways, etc., spot elevations of underground facilities. The structures to be removed or abandoned shall be shown with dotted lines.
- ☐ Location of existing and proposed storm drainage structures, sewers, grates, inlets, detention ponds, etc., with pipe sizes, grades and direction of flow and associated drainage easements, if any.
- ☐ Limits of existing flood hazard areas within and adjacent to the property, accurately showing the limits of building encroachments and earth fill with this area, with 100-year water surface elevations and proposed finished floor elevations denoted. For any encroachment of buildings or fill in the flood hazard area, the developer must have previously met the requirements set forth in the city of Bryan Stormwater Management Ordinance.
- ☐ Location of existing and proposed utilities, (water, sewer, cable, television, gas, electric and telephone) with service sizes, tap and meter locations, service types, grades and direction of flow indicating also related easements and spot elevations. Scaled cross-section(s) of easements that will accommodate more than one utility shall be shown and described.
- ☐ Location of power poles, guy wires and other major electrical equipment.
- ☐ Location of existing and proposed fire hydrants, with vehicle "lay-of-hose" distance from most distant structure on site, as required in the City of Bryan.
- ☐ Location of existing and proposed contour lines with spot elevations for proposed top of curb and parking lot slabs. The City Engineer will

Appendix

determine the extent to which this information will be shown in accordance with the Stormwater Management Ordinance.

- ☐ Location and screening or other description to indicate control and handling of solid waste. Indicate dumpster pad when dumpster is to be used.
- ☐ Location, size, and height of any existing or proposed business sign(s).
- ☐ Location and nature of existing and proposed fencing and/or screening, general landscaping and signage.
- ☐ The planned use or uses of the site.
- ☐ The location and design of any off-street parking areas and handicapped or loading areas showing size and location of spaces, bays, isles, ramps and barriers in compliance with City Standards.
- ☐ The location and design of all means of vehicular access to and from the site onto public rights-of-way, indicating the location and size of all driveways, curb return radii, curb cuts and location and size of sidewalks and ambulatory ramps when and where required.
- ☐ Name of development, legal description of property, north arrow, scale, acreage, name and address of record owner and engineer/architect/planner or draftsman.
- ☐ Vicinity map. Both vicinity map and site development plan shall be oriented with parallel north arrows. North arrow shall be oriented to the top of the page.
- ☐ The site development plan shall conform to any recorded plat or filed master plan for that same property or subdivision of which it is a part.
- ☐ Additional information or engineering data in such form and content as necessary, to determine that the site development plan meets the standards of the City of Bryan.
- ☐ Completion of a grading permit application as required by the Stormwater Management Ordinance. Grading permit should include a completed abbreviated drainage plan as a minimum.
- ☐ Address of property as assigned by City of Bryan.
- ☐ Zoning designation as determined by the Official Zoning map.
- ☐ Landscape plan with analysis as required by Section 25 of the Zoning Ordinance #756:

A. Any development requiring full site review is required to submit a landscape plan with analysis. If a paved parking lot exists, then only that portion of land that yields itself to landscaping, as determined by the site review committee, will be landscaped. Conditional use permits, however, may require the landscaping of an existing parking lot.

B. Under a full site plan review, landscaping shall be commensurate with expansion.

C. Under all other conditions, a landscape plan showing only existing landscaping shall be submitted before the issuance of a Certificate of Occupancy. Continued maintenance of existing landscaping material and the replacement of dead landscaping material is required.

Appendix

Platting Procedures

Applications for Master Plans, Replats, Amending Plats, Preliminary Plans and Final Plats will be submitted to Development Services. Applications shall contain the following:

- ☐ Application form
- ☐ Fifteen (15) additional paper copies of the plan/plat for SDRC
- ☐ The application fee as established by resolution of the City Council
- ☐ A mylar copy of the plan/plat

If the plan/plat requires approval of the Planning and Zoning Commission, the following will be required:

- ☐ Fifteen (15) paper copies of the plan/plat
- ☐ One copy reduced to standard 8 ½" x 11"
- ☐ A digital copy of the plan/plat (MicroStation or AutoCAD format)

Master Plan

A Master Plan is required when property is developed in more than one phase, or in areas under common ownership where comprehensive planning issues are identified by Development Services staff. Subsequent development phases must be processed in accordance with this article.

The Master Plan shall depict the following elements as applicable:

- ☐ Proposed land uses
- ☐ Proposed zoning
- ☐ Proposed drainage facilities
- ☐ Proposed public infrastructure improvements
- ☐ Proposed public facilities, including but not limited to parks and schools
- ☐ Impacts on existing utilities and traffic, if requested

Preliminary Plans

Approval or conditional approval of the Preliminary Plan is required prior to consideration of the Final Plat by the P&Z Commission.

The Plan shall be prepared and sealed by a registered professional land surveyor and plotted on 24"x36" sheets at a scale of not less than 1"= 100'. It shall conform to the general requirements and minimum standards of design and requirements as set forth in this ordinance, and shall include the following information as applicable:

- ☐ Title Block including proposed subdivision name, phase, block and lot numbers, current legal description (or reference thereto), acreage, name, address and phone number of property owner, name, address and phone number of surveyor, and date of survey.
- ☐ Existing boundary and lot lines with bearings and distances.
- ☐ Adjacent property information including present ownership, legal descriptions (recorded volume and page), and property lines.
- ☐ Vicinity map, drawn at a scale to adequately show the relationship of the property to adjacent areas and identifying features.
- ☐ Scale, north arrow, basis of bearing, and benchmarks (datum) and

Appendix

description.

- ☐ Existing contours at intervals of 2 feet for grades up to 5 percent and not more than 5 feet for grades over 5 percent.
- ☐ Preliminary drainage report (e.g. detention pond-location & approximate size; preliminary size of facilities; preliminary runoff calculations; one plan sheet).
- ☐ Location, size and centerline of all existing and proposed utilities (e.g. water, sewer, electric, telephone, gas, cable, and storm sewer).
- ☐ Floodplains, drainage structures, watercourses, railroads, structures, and other physical features on or adjacent to the site.
- ☐ Location of existing and proposed streets, alleys, bikeways, and sidewalks on or adjoining the site. Such information shall include name, right-of-way widths, type and width of surfacing, approximate angles of intersections and recorded volume and page of right-of-ways.
- ☐ Location, size and purpose of all existing and proposed easements on or adjoining the subject property.
- ☐ Any areas reserved or dedicated for public uses.
- ☐ Existing zoning designations and associated building setback lines.
- ☐ Existing conditions such as marshes, wooded areas, buildings and other significant features.
- ☐ Significant features on adjacent properties such as slopes, structures, and power lines.
- ☐ Proposed minimum slab elevation for wastewater service based on City approved datum for lots where a low tolerance exists.
- ☐ Index sheet for plans with more than one sheet that shows the entire subdivision drawn to a scale of not less than 1"=500'.
- ☐ Phasing plan if subdivision is to be constructed in phases.

Final Plats

The Final Plat shall be consistent with all approved Master and Preliminary Plans for the subject tract. All Final Plats shall be submitted within one (1) year of approval of Preliminary Plans. The application shall be as required by Sec25-4.B. As applicable, the final plat submittal shall be accompanied by the design and construction documents as prescribed in Sec 25-8.E.

The Final Plat shall be prepared and sealed by a registered professional land surveyor in accordance with the associated Preliminary Plan. The Plat shall be drawn on 24"x36" sheets at a scale of not less than 1"=100', and shall include the following information as applicable:

- ☐ Title Block, including proposed subdivision name, phase, block and lot numbers, current legal description, acreage, name, address and phone number of property owner, name, address and phone number of surveyor, and date of survey.
- ☐ Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. The plat shall be located with respect to a corner of the survey or tract, or an original corner of the original survey of which it is a part.
- ☐ Tract boundary lines, lot lines, and right-of-way lines of streets and easements with accurate dimensions, bearings, and deflection angles, radii and central angles of all curves.
- ☐ Lot corner markers and survey monuments by symbol and clearly tied to a City of Bryan control point (Global Positioning Unit, GPU)

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determined position.

- ☐ Descriptions by metes and bounds of the subdivision which shall close within accepted land survey standards.
- ☐ Adjacent property information including present ownership, legal descriptions (recorded volume and page), and property lines.
- ☐ Vicinity map, drawn at a scale to adequately show the relationship of the property to adjacent areas and identifying features.
- ☐ Scale, north arrow, basis of bearing, tied to a City of Bryan approved control point.
- ☐ Location, size and purpose of all existing and proposed easements on or adjoining the subject property. Name and right-of-way width of each street.
- ☐ Number to identify each lot and block and computed acreage of each.
- ☐ Any areas reserved or dedicated for public uses.
- ☐ Existing zoning designations and associated building setback lines or notation of such.
- ☐ Proposed minimum slab elevation for wastewater service based on City approved datum as needed for areas of low tolerance.
- ☐ Certifications as shown in Appendix A of the City of Bryan Subdivision Development Ordinance.
- ☐ Index sheet for plats with more than one sheet that shows the entire subdivision drawn to a scale of not less than 1"=500'.

Special Platting Procedures

Replat

A replat shall follow the same procedures as would be required for an original subdivision and shall comply with Section 212 of Texas Local Government Code including requirements for public hearings and notifications.

The drawing submitted for a replat must clearly reflect both the original and proposed configuration of the subdivision.

Right-of-Way Abandonment

Right-of-way abandonment shall be processed in accordance with the requirements of a replat except that the following shall occur:

The applicant shall submit a petition signed by all abutting property owners concurring with the abandonment and whether they want their portion of the right-of-way to be abandoned. In lieu of all abutting property owner's signatures, written notification shall be sent to all owners of lots within 200 feet of the right-of-way to be abandoned (see Section 212.015 of the Texas Local Government Code)

The P&Z Commission shall consider the abandonment and make recommendations to the City Council, which will be the approving authority.

Vacating a Plat

(Refer to Local Government Code Section 212.013). Vacating a Plat should follow the same procedure as prescribed for the original plat.

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Infrastructure Improvements

As applicable, the final plat submittal shall be accompanied by the design and construction documents as prescribed below and bearing the seal and signature of a registered professional engineer licensed in the State of Texas. All shall be in accordance with city engineering standards.

- ☐ Street, alley and sidewalk plans, profiles, and sections with specifications and detail cost estimates
- ☐ Sanitary sewer plans with 2' contours, plan and profile lines, showing depth and grades, and detail cost estimates
- ☐ Water line plans showing fire hydrants, valves and other appurtenances with specifications and a detailed cost estimate
- ☐ Storm drainage system plan and engineering report with two foot contours, street lines, inlets, storm sewer and drainage channels with profiles and sections, and showing drainage and runoff areas as required by the stormwater management ordinance. Detail drainage structure design and channel lining design if used, with specifications and detail cost estimate
- ☐ Engineering design reports for water and sanitary sewer design with information required by the City's Development Engineering Division

Original submittals of the above should be in duplicate. Upon approval, 5 additional copies shall be submitted.

Construction of Infrastructure

The subdivider may begin construction upon approval by the Development Engineer of the engineering reports, plans and specifications, and upon conditional approval of the final plat by the P&Z Commission. The city will inspect the construction work as it progresses and will make final inspection to assure compliance with city standards.

Upon acceptance by the City, all infrastructure improvements constructed for subdivisions within the city limits shall become the property of the City of Bryan.

The subdivider shall require their contractors and material suppliers, and shall themselves furnish the city a written guarantee that all workmanship and materials shall be free of defects for a period of one (1) year from the date of acceptance by the Development Engineer.

As-Built Drawings

Within thirty (30) days of acceptance of completed construction of all subdivision infrastructure improvements, the developer shall provide a single set of reproducible mylar construction drawings to the Development Engineer for the City's permanent record and use as owner of the improvements. Failure to do so could result in revocation or denial of construction permits and/or certificate of occupancy.

The purpose of this requirement is to document the subdivision improvements as they were actually built. To this end, the drawings shall reflect the latest revision of design by the developer's engineer, and shall reflect all field changes which require approval by the City's duly authorized representative. The "As Built" drawings shall be prepared by the design

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engineer, under the guidance of the Contractor, and shall bear a certification from the design engineer as follows:

" (Date) To the City of Bryan: I certify that the subdivision improvements shown on this sheet reflect any revisions of design of which I authorized, and/or any and all field changes of which I am aware."

The Certification shall be executed by, and shall bear the seal and original signature of a professional engineer registered in the State of Texas at the date of such certification.

Each sheet shall also bear a certification from the General Contractor as follows:

" (Date) To the City of Bryan: I certify that the subdivision improvements shown on this sheet were actually built, and that said improvements are substantially as shown hereon. I further certify, to the best of my knowledge, that the materials of construction and sizes of manufactured items, if any, are stated correctly hereon."

Guarantee of Performance

In order to record an approved final plat, in which infrastructure improvements are required, the subdivider may either construct the improvements to the approval of the Development Engineer or file a guarantee of performance.

If the subdivider elects to construct the required improvements prior to recording the plat, all such construction shall be inspected while in progress by Development Services, and must be approved upon completion by the Development Engineer. A certificate by the Development Engineer stating that the construction conforms to the specifications and standards contained in or referred to herein must be presented prior to approval of plat filing. No certificate of occupancy will be issued unless the plat is filed or appropriate security is provided as set forth below.

Methods of Guarantee

If the subdivider elects to file a guarantee of performance in lieu of completing construction prior to recording the plat, one of the following methods of posting security may be used.

- ☐ Performance Bond filed with the City by a surety company holding a license to do business in the State of Texas, in a form acceptable to the City of Bryan, in an amount equal to the cost of all improvements, valid for a period of not less than one year from the date of acceptance.
- ☐ Trust Agreement placed on deposit in a bank or trust company in the name of the City, and acceptable to the City of Bryan, a sum of money equal to the estimated cost of all improvements. Selection of the trustee shall be subject to approval by the City of Bryan and the trust agreement shall be executed on the form acceptable to the City. Periodic withdrawals may be made from the trust account for a progressive payment of installation costs. The amounts of such withdrawals shall be based upon progress work estimates acknowledged by the City. All such withdrawals shall be approved by

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the trustee.

- ☐ Unconditional Letter of Guarantee from a local bank, local federally insured Savings and Loan Association or other financial institution in a form acceptable to the City and signed by a principal officer of the institution, agreeing to pay to the City of Bryan, on demand, a stipulated sum of money to apply to the estimated costs of installation of all improvements. Said letter of credit shall not be dated to expire until six (6) months after the completion of the improvements.

Residential Site Plan (Including Additions, Renovations and New Construction)

Application for Residential Site Plan

The applicant is required to provide Planning Services with the following on a separate piece of paper attached to the Application for Residential Site Plan:

- ☐ Property street address
- ☐ Legal description
- ☐ Subdivision, phase, lot & block numbers
- ☐ Zoning of property
- ☐ North arrow
- ☐ Scale of drawing (or dimensions)
- ☐ Property lines (with lot dimensions)
- ☐ Adjoining streets and/or alleys
- ☐ Size, location & type of any easements
- ☐ Location of utility poles, guy wires, fire hydrants, storm sewer inlets, sanitary sewer manholes or any other significant feature or obstruction on the property.
- ☐ Outline of all structures using a dashed line to indicate roof line (Label existing or proposed)
- ☐ Area in square feet of all structures
- ☐ Number of stories on structures
- ☐ Building setback lines
- ☐ Location of all paved areas including driveways, curbs, sidewalks, patios
- ☐ Driveway construction material (Asphalt or Concrete)
- ☐ Existing & proposed fences (including height & type)
- ☐ Existing creeks, culverts, retaining walls or other drainage features on the property, or adjacent property, which may be affected by construction.

For more information, please refer to the City of Bryan Subdivision Development Ordinance #1074.